

# Request for Personnel Action SF-52

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- OUM/AO initiates SF-52 in FPPS
- Approval chain signs as reviewer/authorizer
- Action sent to OHCM

# Types of Actions

(Click to link on additional guidance)

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- [Hiring an Employee](#)
- [Employee Loss](#)
- [Details](#)
- [Extending Temporary Actions](#)
- [Placement in a Non-Pay or Pay Status](#)
- [Changing Hours or Work Schedule](#)
- [Others](#)

# Hiring an Employee

Examples of some of the types of actions to be initiated under “Hiring an employee”:

- [External](#)
- [Internal](#)
- [Promotion](#)
- [Reassignment/Realignment](#)

(Click to link on additional guidance)

The screenshot shows the 'FPPS - [ Initiate Action Selection ]' window. The menu bar includes: Application, File, Edit, Personnel, Employee/Position Views, Pay, Security, Time & Attendance, Utilities, Options, View, Help. The toolbar contains icons for file operations and a checkmark. The main area has a text field for 'Enter Action Code or select the type of action from one of the drop down lists' and a 'Go' button. Below this is a large list of action codes organized into categories: 'Hiring an employee - Changing grade or job:', 'Employee Loss:', 'Details:', 'Extending Temporary Action:', 'Placement in a Non-Pay or Pay Status:', 'Changing Hours or Work Schedule:', 'Mass Changes:', and 'Others:'. The 'Hiring an employee - Changing grade or job:' category is currently selected, showing a list of options including 'Request for Eligibles', 'Appointment-Permanent', 'Appointment-Temporary', 'Appointment-SES/Overseas', 'Conversion to Temporary Appointment', and 'Conversion to Permanent Appointment'. At the bottom right, there are 'OK' and 'Cancel' buttons.

# External

- Organization enters e-52 in FPPS as a “**request for eligibles**”; submits PD, TDP, 1722 and 1630, if needed. PDs will be developed using e-PDS (Electronic Position Description System).
- In the notes section of the e-52, annotate the following:
  - "Critical Hire Unique Identifier" will be assigned by OHCM.
  - Address the eight “Hiring Priorities” questions (Business Rules dated 8/8/08).
  - If the action is vice employee, please indicate the name.
- PCS funding requirements are defined in the “Hiring Guidance” dated 2/4/09. While it is not necessary to provide the funding WBS in the notes section, that information will be required prior to OHCM making a job offer.
- Approver(s) signs e-52 as Reviewer/Authorizer
- Routes e-52 to OHCM for the recruitment.

# Internal

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- Organization enters e-52 in FPPS as a “**request for eligibles**”; submits PD, TDP, 1722 and 1630, if needed. PDs will be developed using e-PDS (Electronic Position Description System).
- In the notes section of the e-52, annotate the following:
  - Address the eight “Hiring Priorities” questions (Business Rules dated 8/8/08).
  - If the action is vice employee, please indicate the name.
- Approver(s) signs e-52 as Reviewer/Authorizer and routes to OHCM for recruitment.

# Promotion

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- Organization enters e-52 in FPPS as a “**Promotion Temporary and Permanent**” if the employee is on a career ladder position with promotion potential and is being promoted to the next higher grade level.
- Approver(s) signs e-52 as Reviewer/Authorizer and routes to OHCM for recruitment.

# Reassignment/Realignment

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- Reassignments from one Directorate to another:
  - Losing OUMs will notify the identified employee(s) of this decision.
  - Both the losing and gaining OUM will determine the effective date of transfer. The employee will be notified of the effective date.
  - Gaining supervisor will need to decide whether the employee will be performing new duties (reassignment) or if the employee's current duties are going to move to the new org (realignment). If there are new duties, then the gaining supervisor will need to prepare a new position description (PD).
- Gaining organization prepares the e-52 as a "reassignment" (losing OUM's POC must provide the employee's SSN) along with a new PD.
- If the move results in a realignment, OHCM will initiate the action.

# Employee Loss

Examples of some of the types of actions to be initiated under "Employee Loss":

- Resignation – an employee is resigning from LaRC (reference [Desk Guide for Resignations](#))
- Termination/Transfer Out – an employee is transferring to another Federal Agency (not another NASA center)

**NOTE:** OHCM will initiate Removal actions, and the NSSC will initiate Retirement and Death actions.

FPPS - [ Initiate Action Selection ]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

FPPS Command:  Go

Enter Action Code or select the type of action from one of the drop down lists

Hiring an employee - Changing grade or job:

Employee Loss:

Details:

Extending Temporary Action:

Placement in a Non-Pay or Pay Status:

Changing Hours or Work Schedule:

Mass Changes:

Others:

NBC

OK Cancel



# Details

See “[Langley Desk Guide for Processing a Detail, Extension and Termination of Detail in FPPS](#)” dated June 2008 for FPPS processing instructions.

FPPS - [ Initiate Action Selection ]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

FPPS Command:  Go

Enter Action Code or select the type of action from one of the drop down lists

Hiring an employee - Changing grade or job:

Employee Loss:

Details:

Extending Temporary Action:

Placement in a Non-Pay or Pay Status:

Changing Hours or Work Schedule:

Mass Changes:

Others:

Detail of an Employee  
Extension of a Detail  
Termination of a Detail

NBC

OK Cancel

# Extending Temporary Actions

**Organization enters e-52 in FPPS as “Extending Temporary Action”** when extending the Not-To-Exceed (NTE) date of a current Term or Temporary employee.

**NOTE:** OHCM will initiate Extension of LWOP action after submission and approval of NASA Langley Form 54

FPPS - [ Initiate Action Selection ]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Enter Action Code or select the type of action from one of the drop down lists

Hiring an employee - Changing grade or job:

Employee Loss:

Details:

Extending Temporary Action:

Placement in a Non-Pay or Pay Status:

Changing Hours or Work Schedule:

Mass Changes:

Others:

Extension of a Temporary Appointment  
Extension of a Temporary Promotion  
Extension of LWOP or Furlough  
Extension of a Temporary Reassignment  
Extension of a Position Change  
FAA - Extension of ATC Transfer NTE

OK Cancel

# Placement in a Non-Pay or Pay Status

- OHCM will initiate Leave Without Pay action after submission and approval of NASA Langley Form 54; and Return to Duty action based on communication with employee while on LWOP.
- OHCM will initiate Suspension actions.

FPPS - [ Initiate Action Selection ]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Enter Action Code or select the type of action from one of the drop down lists

Hiring an employee - Changing grade or job:

Employee Loss:

Details:

Extending Temporary Action:

Placement in a Non-Pay or Pay Status:

Changing Hours or Work Schedule:

Mass Changes:

Others:

Placement in a Non-Pay Status  
Leave Without Pay  
Furlough  
Suspension  
Return to Duty  
Placement in Pay Status

OK Cancel

# Changing Hours or Work Schedule

Organization enters e-52 as:

- **"Change in Work Schedule"** when an employee is changing from full-time to part-time work schedule, or part-time to full-time work schedule.
- **"Change in Hours"** for a part-time employee changing the total number of bi-weekly hours worked (ex. from 50 bi-weekly hours to 60 bi-weekly hours).

The screenshot shows a software window titled "FPPS - [ Initiate Action Selection ]". It has a menu bar with "Application", "File", "Edit", "Personnel", "Employee/Position Views", "Pay", "Security", "Time & Attendance", "Utilities", "Options", "View", and "Help". Below the menu bar is a toolbar with icons for various actions. A text field labeled "Enter Action Code or select the type of action from one of the drop down lists" is present. Below this, there are several dropdown menus for selecting actions: "Hiring an employee - Changing grade or job:", "Employee Loss:", "Details:", "Extending Temporary Action:", "Placement in a Non-Pay or Pay Status:", "Changing Hours or Work Schedule:", "Mass Changes:", and "Others:". The "Mass Changes:" dropdown is expanded, showing "Change in Work Schedule" and "Change in Hours". At the bottom right, there are "OK" and "Cancel" buttons. The NBC logo is visible in the bottom left corner.

# Others

Organization enters e-52 as:

- **"Position Action Only"** to review/audit a Position Description or amendment of Position Description
- **"Realignment"** when moving a person/position into a new org code (no change to position)

**NOTE:** For Name Change action, employee must contact the NSSC.

FPPS - [ Initiate Action Selection ]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Enter Action Code or select the type of action from one of the drop down lists

Hiring an employee - Changing grade or job:

Employee Loss:

Details:

Extending Temporary Action:

Placement in a Non-Pay or Pay Status:

Changing Hours or Work Schedule:

Mass Changes:

Others:

Position Action Only  
Position Change  
Realignment  
Change in Duty Station  
Name Change  
Awards and Quality Step Increase  
Administrative Adjustment  
Fill in the Blank  
FAA - ATC Certification  
FAA - Reassignment Bonus

OK Cancel